

# Standards Related to Administration, Personnel, Training, Activities, Pets & Emergency Preparedness

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# PART II

## ADMINISTRATION AND ADMINISTRATIVE SERVICES

# 120\*-Conservator or Guardian

- The facility licensee/operator, facility administrator, relatives of the licensee/operator or administrator, or facility staff shall not act as, seek to become, or become the conservator or guardian of any resident unless specifically so appointed by a court.

# 140-Resident Accounts

- The monthly statement or itemized receipt of the resident's account can be provided to the resident's conservator or guardian if one has been appointed.



# QUESTIONS?

# PART III

## PERSONNEL

# 160\*-Personnel Policies and Procedures

- Written job description (A)
- Copy of current job description and facility's current organizational chart (B)
- Verification of current professional licensing, registration, or certification and training of employees (C)
- Annual evaluation of employee performance (D)
- Individual training needs and plans (E)

# 180-Employee Orientation

- Changes to include that employees are trained in the following:
  - Facility's policies and procedures (B 4)
  - Procedures for the handling of resident emergencies (C 3)
  - Infection control measures (C 5)
  - Reporting and documenting incidents (C 9)
  - Needs, preferences and routines of the residents in care (C 11)



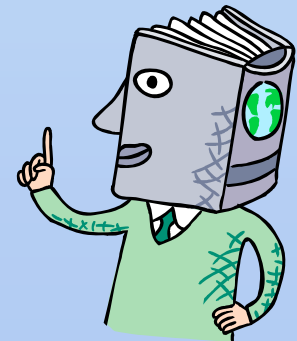
# 210-Administrator Training

- Clarified the time within which to complete 20 hour training requirement (A)
- Requirement to complete training in 22 VAC 40-72-50 D (B)
- Training when standards are revised (C)



# 260-Direct Care Staff Training

- Qualified individual to provide training (A 1)
- Documentation requirements for training (A 3 & B 3)
- Training requirement when serving adults with mental impairments (A 2 & B 2)



# 310-Direct Care Staff Training When Aggressive or Restrained Residents Are in Care

- Training requirement for licensed medical personnel (2 a)
- Risk awareness training component (2 b 8)



# 1010-Staff Training-Mixed Population Unit

- Commencing immediately upon employment and within four months, direct care staff shall attend four hours of training in cognitive impairment that meets curriculum requirements. (B)



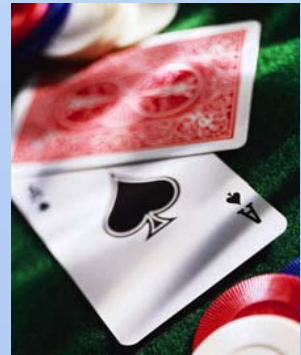
# QUESTIONS?

# PART IV

## STAFFING AND SUPERVISION

# 520-Activity/Recreational Requirements

- Expanded activity categories (C)
- Activity planning requirement (D)
- Expanded activity design (E)
- Activity schedule requirements (G)



# 520-Activity/Recreational Requirements (2)

- Activity supplies and equipment (H & K)
- Resident participation in activities (I 2)
- Staff and volunteer requirements during an activity (J & L)





# 1100-Activities-Special Care Unit

- 16 hours of scheduled activities per week (A)
- Expanded activity categories (A6 & A8)



# QUESTIONS?

# PART VII

## RESIDENT ACCOMMODATIONS AND RELATED PROVISIONS

# 820\*-Pets Living in the Assisted Living Facility

- Policy requirements (1 & 2)
- Health and behavior requirements (3,4,5,7, & 8)
- Resident's rights (6)



# 830\*-Pets Visiting the Assisted Living Facility

- Health and behavior requirements (1 & 3)
- Resident's rights (2)



# QUESTIONS?

# PART IX

## EMERGENCY PREPAREDNESS

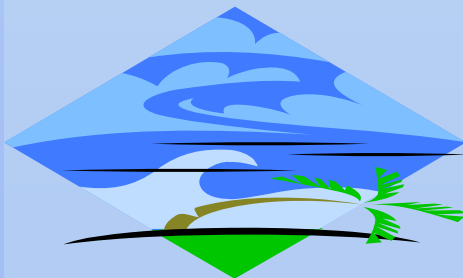


# 930\*-Emergency Preparedness and Response Plan

- Written emergency preparedness and response plan (A)
- Local emergency coordinators (A1)
- Virginia Department of Emergency Management website:



[www.vaemergency.com](http://www.vaemergency.com)





# 930\*-Emergency Preparedness and Response Plan (2)

- Analysis of facility's potential hazards (A 2)
- Written emergency management policies (A 3 a-h)
- Written emergency response procedures (A4)



# 930\*-Emergency Preparedness and Response Plan(3)

- Documents needed in an emergency (A 5)
- Staff/volunteer knowledge of the plan (B)
- Orientation and quarterly review of the plan (C)
- Annual review of the plan (D)
- In the event of a disaster... (E & F)



# 940-Fire and Emergency Evacuation Plan



- Terminology changes
- Fire and emergency evacuation drawing additions (B)
- Poison Control #: 1-800-222-1222 (C)
- In addition to all staff, volunteers are also required to be informed of the plan (E)



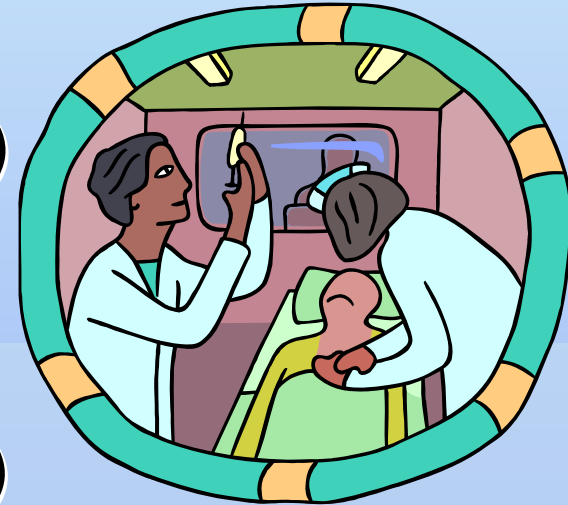
# 950-Fire and Emergency Evacuation Drills

- Frequency and participation (A)
- Additional drills (B)
- Record keeping (E)



# 970-Plan for Resident Emergencies and Practice Exercise

- Written plan must include procedures for dealing with:
  - Medical emergencies (A 1)
  - Mental health emergencies (A 2)
  - Medical information (A 3)
  - Missing resident (A 4)
  - Notification procedures (A 5 & 6)
- Practice exercise requirements (B & C)



# QUESTIONS?